Manning School of Business

The mission of the Manning School of Business is to support regional business development. We accomplish this by engaging our students in affordable, internationally accredited management education programs, innovative course delivery, conducting research that emphasizes the practical application of knowledge, and serving a dynamic community through outreach activities.

Graduate Programs Offered

**Ph.D in Business Administration**

1. Accounting
2. Entrepreneurship
3. Finance
4. International Business
5. Leadership/Organization Studies
6. Management Information Systems

**Master's Programs:**

1. Master of Business Administration (MBA) (available online or on-campus)
   - General Business
   - Accounting
   - Finance
   - Information Technology
2. Master of Science in Innovation and Technological Entrepreneurship
3. Master of Science in Accounting
4. Master of Science in Finance

Business Management Curriculum for the Doctor of Engineering Program (D. Eng.)

**Graduate Certificates:**

- Foundations of Business
- Technology Venture Creation
- Financial Management
- Supply Chain and Operations Management

Manning School of Business Course Listings

Accreditation

All degree programs offered by the Manning School of Business are accredited by the Association to Advance Collegiate Schools of Business - International (AACSB).

Faculty in the Manning School of Business (pdf)

Graduate Certificates in the Manning School of Business

The College of Management offers graduate certificates in:

- Foundations of Business (MGFB)
- New Venture Creation (NVNG)
- Financial Management (FNMG)
- Supply Chain and Operations Management (SCOM)

You will need a Graduate Certificate Application Form (pdf) as well.

Foundations of Business

Business Graduate Programs
MBA Office
978-934-2848
The program consists of 2 prerequisites: Micro Economics and Statistics plus the 6 (2 credit) courses listed below that represents an excellent opportunity for people with non-business backgrounds to obtain a graduate business certificate. Graduate students in the certificate program who are subsequently accepted into the UMass Lowell AACSB accredited MBA program may apply certificate courses with grades of B or better to their MBA degree.

**Required Core Courses:**

12 Credit Hours ? six courses at two credit hours each with prerequisite coursework in Microeconomics (49.201) and Statistics (49.211)

- ACCT.501 Financial Accounting
- FINA.501 Business Financial Analysis
- MKTG.501 Marketing Fundamentals
- POMS.501 Operations Fundamentals
- MGMT.501 Organizational Behavior
- MGMT.511 Global Enterprise and Competition

Students must hold an undergraduate degree for admission into a certificate program. A GMAT exam is not required for certificate programs. An undergraduate transcript must be supplied by student when applying.

**New Venture Creation**

Ashwin Mehta  
978-934-2728

This certificate assists the aspiring entrepreneur, inventor and mid-career professional in understanding and applying the process associated with starting a new business or creating new business opportunities within established organizations. This program is specifically focused on the creation of technology-based ventures and is designed to assist professionals with undergraduate and career experience in science, engineering, technology or business fields in better understanding the venture creation process.

The program consists of two required courses (New Venture Creation, Innovation & Emerging Technology) and two electives (selected in consultation with the Program Coordinator). Graduate students in the certificate program who are subsequently accepted into the UMass Lowell MSITE program may apply certificate courses with grades of B or better to their MSITE degree.

**Required Courses:** (6 Credit hours, two 3 credit courses)

- ENTR.640 New Venture Creation
- ENTR.650 Innovation & Emerging Technology

**Elective Courses (select two in consultation with Program Coordinator):** 6 Credit hours, two 3 credit courses

- FINA.640 - Financing Innovation & Technology Ventures  
- MKTG.630 - Market Research for Entrepreneurs  
- ENTR.655 - Corporate Entrepreneurship  
- ENTR.680 - Practicum I New Venture Planning (with Instructor Permission)  
- MGMT.640 - Managing Entrepreneurial Teams  
- MGMT.630 - New Product Development  
- MGMT.635 - Project Management

Admissions Requirements: Undergraduate degree and related experience in science, engineering, technology or business (other areas will be considered in consultation with the program coordinator).

**Financial Management - Certificate**

Devendra Prasad  
978-934-2803  
Devendra_Prasad@uml.edu

The Graduate Certificate in Financial Management is a 12 credit program (three two-credit courses and two three-credit courses) designed for non-financial mid-management professionals in the private and public sectors who wish to advance to decision-making positions within their organizations.

Individuals with undergraduate degrees in fields other than business management with finance as the major who wish to acquire additional academic credentials to advance within their organization or who wish to change career paths and improve their competitive position in the job market will benefit from this program. Especially, for many employees working in the technical and scientific fields without any financial background, the Financial Management certificate will provide them with the knowledge needed for decision-making roles within their technical or scientific fields.

**Prerequisite:**

Required Courses: (9 credits)

- Corporate Finance
- Advanced Corporate Finance
- International Finance

Elective (3 credits)

One course from a list of approved courses, which may include courses such as:

- Derivatives
- Financial Statement Analysis
- Current Topics in Finance
- Independent Study: Finance
- Data Analytics
- Accounting Information for Management Decisions

Graduate students in the certificate program are encouraged to extend their education further by applying for admission to the M.B.A. program may apply certificate courses with grades of B or better towards their M.B.A. degree requirements.

Supply Chain and Operations Management

Yao Chen
978-934-2764
Yao_Chen@uml.edu

This certificate assists individuals who wish to acquire additional academic credentials to advance within their organization or who wish to change their career paths and improve their competitive position in the job market. Especially, for many employees working in the technical and scientific fields without an operations or industrial engineering background, the program will provide them with the knowledge needed for decision-making roles within their technical or scientific fields. The program is to meet the needs of those mid-career professionals in non-operations positions, who require a greater understanding of operations to advance towards decision-making positions in their organizations, to communicate effectively with operations managers, to pursue new careers in industrial engineering or operations management, or to demonstrate the contribution of their unit and/or ideas to the organization’s value chain.

The certificate requires students to complete 12 hours of graduate study. This consists of four three-credit Supply Chain and Operations Management courses. Graduate students in the certificate program who are subsequently accepted into the UMass Lowell MBA program may apply certificate courses with grades of B or better to their MBA degree.

Prerequisite Coursework (prior to certificate coursework)

- Microeconomics (49.201)
- Statistics (49.211)
- Operations Fundamentals (63.501)

Required: 3-credit courses

- POMS.671 Operations Management
- POMS.672 Global Supply Chain Management
- POMS.673 Service Management
- MISS.635 Project Management

Admissions Requirements: Undergraduate degree and related experience in science, engineering, technology or business (other areas will be considered in consultation with the program coordinator).

Master’s Programs

The UMass Lowell Manning School of Business offers four Master’s programs:

- Master of Business Administration (MBA)
- Master of Science in Finance
- Master of Science in Innovation and Technological Entrepreneurship (MSITE)
- Master of Science in Accounting

Business Management Curriculum for the Doctor of Engineering (D.Eng.) Program

American competitiveness in world markets requires both technical innovation and the business skills to bring these innovations to market profitability. The management component of the University of Massachusetts Lowell’s Doctor of Engineering Program is designed to complement the technical training of the engineer with knowledge and skills in team management, financial decision making under market uncertainty, sensitivity to market needs, leading edge manufacturing techniques, and winning business strategies.

The philosophy and goals of the management component of the Doctor of Engineering program is to develop a person who can
effectively extend the limits of technology both as a member of a professional work team and as a member of a global society. Today’s professionals will find that, over their work lives, they will hold several different types of positions in fields using their professional education in the business world, in academia, or in other endeavors. Regardless of the environment, a core of “management” skills will be required for success. The professional must be able to understand the external and internal work environment, understand the criteria that form the basis for decisions, and understand and evaluate the implications of those decisions.

The management curriculum for the Doctor of Engineering program is six 2-credit courses and is intended to provide flexibility for the engineering students. Students may select four of the 2-credit Graduate Certificate courses which most appropriately meet their professional and educational needs. Students are encouraged to complete the remaining two courses to qualify for the Graduate Certificate in the Foundations of Business. These courses do not assume a previous knowledge of business or management subjects by the engineering student.

Master of Science in Innovation and Technological Entrepreneurship (MSITE) Degree Program

- Program of Study
- Program Core
- Program Electives
- Program Capstone
- Part-Time and Full-Time Study
- Admissions Process

From a competitive perspective, the shift from a manufacturing base to a technology-innovation and knowledge-based economy requires new skills among organizational employees. In conversations with executive staff in major companies in the region we have been told repeatedly that the region’s engineers and scientists need to be entrepreneurial. As competition and costs rise, innovation and entrepreneurial efforts must clearly contribute to business growth and the company bottom line. Thus, companies are looking for professionals who can think outside the box, generate new ideas and new businesses.

The goal of the Master of Science in Innovation and Technological Entrepreneurship (MSITE) is to provide engineers, business majors and scientists with the skills and knowledge required to drive innovation in today’s collaborative, global workforce. Using a combination of class work, case work and real-world project activity, students will:

- Understand and leverage the business opportunities accompanying technology innovation within established companies and through the launch of new ventures.
- Develop an understanding of technology innovation and entrepreneurship from both an academic and applied perspective.
- Learn how to appropriately value and finance technology innovations and new ventures.
- Develop the market research and sales skills necessary to position technology innovations to create competitive advantage.
- Develop the management skills required to identify, launch and execute innovative products, services and new ventures.
- Develop an applied understanding of the regulatory and property law issues accompanying the innovation and entrepreneurship processes.
- Develop the project management and interdisciplinary team skills required to manage in an open collaboration environment.

A graduate of the MSITE program should be prepared to manage innovation in established firms, be able to work with entrepreneurs or to launch new technology-oriented ventures.

Program of Study

The MSITE consists of ten courses (30 credits), including 4 core courses (12 credits), 4 elective courses (12 credits, 6 of which must be in Engineering and/or Science) and a 2 course (6 credit) practicum. Each student will participate in the development and delivery of a team capstone project (through the 2 course practicum) which will be reviewed by an external professional panel.

- MSITE compete course description (pdf).

The program is outlined below.

Program Core

12 Credits
4 courses

- ENTR.650 - Innovation & Emerging Technology
- ENTR.630 - Market Research for Entrepreneurs
- ENTR.635 - Financing Innovation & Tech. Ventures
- ENTR.645 - New Product Development

Program Electives

12 Credits
4 Courses
(2 Eng. Or Sci.)
- ENTR.640 - New Venture Creation
- MGMT.635 - Project Management or
- 22.576 - Engineering Project Management
- 22.575 - Industrial Design of Experiments
- ENTR.655 - Corporate Entrepreneurship
- MGMT.640 - Managing Entrepreneurial Teams
- 26.590 - Intellectual Property
- 32.607 - Healthcare Information Systems
- MIST.630 - e-Business
- MKTG.601 - Customer and Markets (pre-req ENTR.630)
- 94.565 - Cloud Computing
- ENTR.670 - Global Entrepreneurship

Additional electives with department approval

**Program Capstone**

6 Credits
2 Courses

- ENTR.680 - Capstone I New Venture Planning
- ENTR.681 - Capstone II New Venture Implementation

**Part-Time and Full-Time Study**

Students are admitted on either a part-time or full-time basis. Courses meet during the evening hours beginning at 6 p.m., with additional online and blended course options.

Part-time students are expected to graduate within five years. For an MSITE student, the full-time course load is nine credits. Degree requirements usually are completed in one year for students attending full-time.

**Admissions Process**

For more information on the MSITE admissions process, please visit the MSITE Prospective Student page.

**Master of Science in Finance**

**Curriculum**

**Admission Requirements**

**Curriculum Outline: Master of Science in Finance (MSF)**

**Academic and Graduation Requirements**

**Program Coordinator**

The Finance Department at The Manning School of Business (MSB) offers a graduate degree program in Master of Science in Finance (MSF) in addition to a finance options in the MBA and doctoral degree programs. All degree programs offered by the Finance Department, along with all programs offered by the MSB are accredited by the Association to Advance Collegiate Schools of Business (AACSB). This accreditation is the highest level of accreditation for a business school, and documents the commitment of the Finance Department, the Manning School of Business, and the University of Massachusetts Lowell to excellence in education and continuous improvement of programs to keep them rigorous and relevant.

**Curriculum:**

For undergraduate business majors, the MSF curriculum consists of 10 courses (30 credits): five required courses in Finance and five electives (two of which are recommended to be in Finance). For applicants who earned an undergraduate degree in an area other than business, this program is preceded by three prerequisite courses (with grades of B- or better) representing key foundation material in Accounting, Economics, and Finance. These prerequisite course credits will not count toward the MSF degree. The curriculum plan for the MSF is as shown in the curriculum outline.

**Admission Requirements:**

1. Undergraduate Degree: Official transcripts. A minimum overall GPA of 3.0 is required.

2. GMAT (minimum 500): can be waived for UML undergraduates with a GPA of 3.2 and above and upon receipt of a recommendation by an UML faculty member; also can be waived if the undergraduate GPA is 3.5 and above at an AACSB accredited (or equivalent) university.

3. TOEFL for international students: (600+ paper-based, 250+ computer-based, or 100+ Internet-based).
4. Successful completion of all other Graduate Admissions Office requirements, including three letters of recommendation.

Curriculum Outline: Master of Science in Finance (MSF)

<table>
<thead>
<tr>
<th>Major Required (Core) Courses (Total courses required = 5)</th>
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<tbody>
<tr>
<td>Course Number</td>
<td>Course Title</td>
</tr>
<tr>
<td>FINA.601</td>
<td>Corporate Finance</td>
</tr>
<tr>
<td>FINA.611</td>
<td>Financial Statements Analysis</td>
</tr>
<tr>
<td>FINA.621</td>
<td>Security Analysis &amp; Portfolio Management</td>
</tr>
<tr>
<td>FINA.675</td>
<td>Financial Derivatives</td>
</tr>
<tr>
<td>FINA.691</td>
<td>International Financial Management</td>
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<td></td>
<td><strong>Subtotal # Core Credits Required</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Concentration Course Choices (Total courses required = 5)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ACCT.601</td>
<td>Accounting Information for Management Decisions</td>
</tr>
<tr>
<td>FINA.602</td>
<td>Advanced Corporate Finance</td>
</tr>
<tr>
<td>FINA.610</td>
<td>Global Financial Markets &amp; Monetary Policy</td>
</tr>
<tr>
<td>FINA.622</td>
<td>Advanced Portfolio Management</td>
</tr>
<tr>
<td>FINA.624</td>
<td>Fixed Income Securities</td>
</tr>
<tr>
<td>FINA.651</td>
<td>Bank Management</td>
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<tr>
<td>FINA.661</td>
<td>Financial Risk Management</td>
</tr>
<tr>
<td>FINA.699</td>
<td>Finance Seminar</td>
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<tr>
<td></td>
<td><strong>Other Courses approved by the MSF Program Coordinator</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal # Concentration Credits Required</strong></td>
</tr>
</tbody>
</table>

Curriculum Summary

| Total Number of Courses required for the degree | 10 |
| Total credit hours required for the degree     | 30 |

Prerequisite Course Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ACCT.501</td>
<td>Financial Accounting</td>
<td>2</td>
</tr>
<tr>
<td>FINA.501</td>
<td>Business Financial Analysis</td>
<td>2</td>
</tr>
<tr>
<td>49.201</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

Academic and Graduation Requirements:

Academic and graduation requirements are similar to those of the other graduate programs in the MSB. Specifically, no more than six (6) MSF course credits of grades below a B may be counted toward the MSF, and no graduate degree will be awarded to any student whose overall cumulative grade point average is below 3.0. Other policies, as contained in the UML graduate Catalog, will also apply as appropriate.

MSF Program Coordinator:

Prof. Chan Wung Kim
Phone: (978) 934-2516
Email: MSF@uml.edu

65.612 Dynamics: Competition And Cooperation

Course ID: 6604
Course Details:
Max Credits: 3
Min Credits: 3

MB.507 Pre Req Statistics 49.211

Course ID: 32543
Course Details: Pre Req Statistics 49.211
Admission to Upper Division

All BSBA students must apply to be admitted to the upper division program in a concentration of their choice upon completion of the filter courses listed below. Minimum criteria for admission to upper division are an overall grade point average of 2.000/4.000.

- 60.201 Accounting/Financial?
- 49.201 Economics I?
- 49.211 Statistics I?
- 92.122 Management Calculus?
- 42.101 College Writing I?
- 42.102 College Writing II?
- 47.101 General Psychology?
- 48.101 Intro to Sociology

For students transferring from another institution, a course deemed equivalent to any of the above courses by the Manning School of Business will be used to meet this requirement.

Application for admission is submitted directly to the Office of the Dean. The application must include: a completed change of major form obtained from the Office of Enrollment Services, the Office of the Dean of the School, or any department in the School.

Admission to the Manning School of Business upper division is guaranteed for transfer students if they have completed an Associate in Science, Business Transfer Option, and the above mentioned courses.

Students who are not eligible to declare a concentration after earning 60 credits but who satisfy university retention requirements may file for intercollegiate transfer within the university. Students who are ineligible to file for intercollegiate transfer or are denied admission to another college following application for intercollegiate transfer are dismissed from the university.

Transfer Rules

The Manning School of Business welcomes transfer students from Massachusetts community colleges and other regionally accredited institutions to the BSBA program. All MSB students including transfer students from other accredited institutions and from other colleges of University of Massachusetts Lowell initially enter the BSBA program as Business Administration students. After completing the filter courses, students apply to be admitted to the upper division and to declare a concentration according to the upper-division admission policies stated in section III. Students entering UMass Lowell with an associate degree may apply to be admitted directly to the upper division. Transfer students who have not earned an associate degree and transfer more than 45 credits toward the BSBA program may apply to be admitted to the MSB upper division after completion of the filter courses. All students must complete at least 60 academic credits in residence at University of Massachusetts Lowell subject to exceptions specified in this catalogue.

Transfers from:

- Other Institutions
- Other UMass Lowell Departments
- Other MSB Departments

A. Transfer From Other Institutions

Students transferring to the Manning School of Business from any program not included in the Commonwealth Transfer Compact, with or without an associate degree, must have a cumulative grade point average of at least 2.500/4.000. Students may not transfer any course in which they earned a grade of less than C- (1.700 on a 4.000 scale). Courses at a level below the first MSB requirements, such as algebra or the first semester of a two semester precalculus sequence, are not transferable. Only Business Courses taken at other AACSB accredited institutions may transfer as upper division (junior and senior level) MSB courses.

Transfer from Massachusetts Community Colleges

Students transferring with an Associate in Science, Business Transfer Option, from a member of the Commonwealth Transfer Compact can transfer all courses up to a maximum of sixty-six (66) credits. Although all transferred courses are listed on the student’s transcript, due to differences in program requirements of different institutions, some courses may not apply to minimum degree requirements of the Manning School of Business. Courses at a level below the first COM requirements, such as algebra or the first semester of a two-semester precalculus sequence, are examples of such courses. However, the student transferring with an associate degree, Business Transfer Option, will be eligible to take upper level courses in the College of Management subject to the stated prerequisites for each course. Courses taught by the School as part of its upper division core that are not acceptable for transfer may be validated by departmental exam. Courses that are equivalent to courses taught by the School in the upper division (junior and senior level) which are not a part of the COM core requirements cannot be used to satisfy the minimum degree requirements of the BSBA degree in the Manning School of Business. Students transferring to the Manning School of Business with an associate degree are prohibited by University policy from pursuing further off-campus study.

B. Intercollegiate Transfer
Intercollegiate transfer students to the Manning School of Business must be in good standing and have completed at least 15 credits at the University of Massachusetts Lowell. Upon acceptance, students will be listed as Business Administration (BA) and will usually be permitted to enroll only in lower division courses.

The transfer request is normally initiated by the students and is submitted to the Manning School of Business. Students must submit a completed change of major form obtained from the Office of Enrollment Services, the Office of the Dean of the School, or any department in the School.

University of Massachusetts Lowell students intending to apply for intercollegiate transfer to the College of Management should do so preferably before completing 60 credits (prior to completing the sophomore year). This will minimize delays in completing their educational objectives since MSB upper division courses are restricted to juniors and seniors in the College of Management with appropriate prerequisites who have been admitted to upper division according to rules stated in Section III of the Policies for Undergraduate Admissions.

The Manning School of Business reserves the right to limit intercollegiate transfer activity if student enrollment capacities are met.

C. Transfer from Other MSB Departments

Once admitted to the Manning School of Business upper division program, students can choose to enroll in any concentration within MSB. Depending on the number of unrestricted electives available in the curriculum of the concentration students are entering and the number of credits completed by the students at the time of transfer, some courses may not be usable in the students' new program, requiring students to take courses above and beyond the University's minimum graduation credit requirements. All courses stay on the students' transcripts at the University and are included in the determination of the cumulative grade point average as specified by University policies. Students shall not be permitted more than two intercollegiate transfers.

Admission Requirements

Students entering the university as freshmen in the Manning School of Business must be registered as Business Administration (BA) if pursuing the BSBA degree. Upon completion of the first semester of the sophomore year, BA students may apply to be admitted to the upper division program and to declare a concentration. The College offers concentrations in Accounting, Finance, Management, Marketing, and Management Information Systems (MIS).

Transfer students may apply for admission to the Manning School of Business according to the transfer rules described in sections II and III below. Business Administration students may apply for admission to upper division MSB programs described in section III.

Special Academic Policies

The following rules govern the applicability of courses satisfying curriculum requirements in any Manning School of Business concentrations:

A. Students may transfer a course that COM offers in its upper division (junior and senior years) if the course was taken at a school accredited by the AACSB, and a grade of C or better was earned.

B. Upper division Manning School of Business courses (300 and 400 level) are restricted to matriculated students who have been admitted to the upper division program and have completed all prescribed prerequisites. Transfer students may not count any courses that require validation or which are not creditable to the MSB concentration towards this requirement.

C. MSB upper division courses are restricted to:
   1. juniors and seniors enrolled in MSB;
   2. juniors and seniors enrolled in another college of the university whose major requires completion of specific business courses; and
   3. special students who meet appropriate prerequisites.

D. An unrestricted (free) elective (designated non-MSB) for MSB students is any course satisfying one of the following criteria:
   1. a 100 or above level course from any college offered in the day program;
   2. a course listed as satisfying a University area distribution requirement;
   3. a course allowed by an approved academic petition.

Any course taken in violation of these rules may not be used to fulfill MSB curriculum requirements regardless of the grade.

Graduation Requirements

In addition to satisfying degree requirements listed in this catalog under University Academic Policies and under Manning School of Business, MSB majors must also satisfy the following requirements:

A. Residency Requirement

MSB majors must take all required upper division courses in residence in the day programs of MSB. Any exceptions to this (for international study, etc.) must be approved by the appropriate department chairperson and the Dean or her designee prior to enrolling in
such courses. No approvals for transfer credit of any required course taken at any other institution will be granted after the course has been completed except as noted above for transfer students.

B. Degree Requirements

In order to qualify for a Bachelor's Degree offered by the Manning School of Business, undergraduate students must satisfy all course requirements applicable to the major and their area of concentration and must earn a cumulative grade point average of 2.200 at completion of the baccalaureate program.

Policies

Please review the following:

- 
- 
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- 
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Admission to Upper Division

All BSBA students must apply to be admitted to the upper division program in a concentration of their choice upon completion of the filter courses listed below. Minimum criteria for admission to upper division are an overall grade point average of 2.000/4.000.

- 60.201 Accounting/Financial
- 49.201 Economics I
- 49.211 Statistics I
- 92.122 Management Calculus
- 42.101 College Writing I
- 42.102 College Writing II
- 47.101 General Psychology
- 48.101 Intro to Sociology

For students transferring from another institution, a course deemed equivalent to any of the above courses by the Manning School of Business will be used to meet this requirement.

Application for admission is submitted directly to the Office of the Dean. The application must include: a completed change of major form obtained from the Office of Enrollment Services, the Office of the Dean of the School, or any department in the School.

Admission to the Manning School of Business upper division is guaranteed for transfer students if they have completed an Associate in Science, Business Transfer Option, and the above mentioned courses.

Students who are not eligible to declare a concentration after earning 60 credits but who satisfy University retention requirements may file for intercollegiate transfer within the university. Students who are ineligible to file for intercollegiate transfer or are denied admission to another college following application for intercollegiate transfer are dismissed from the University.

Graduation Requirements

In addition to satisfying degree requirements listed in this catalog under “University Academic Policies” and under “Manning School of Business,” MSB majors must also satisfy the following requirements:

A. Residency Requirement

MSB majors must take all required upper division courses in residence in the day programs of MSB. Any exceptions to this (for international study, etc.) must be approved by the appropriate department chairperson and the Dean or her designee prior to enrolling in such courses. No approvals for transfer credit of any required course taken at any other institution will be granted after the course has been completed except as noted above for transfer students.

B. Degree Requirements

In order to qualify for a Bachelor's Degree offered by the Manning School of Business, undergraduate students must satisfy all course requirements applicable to the major and their area of concentration and must earn a cumulative grade point average of 2.200 at completion of the baccalaureate program.

Policies for Undergraduate Programs

Please review the following:
Special Academic Policies for Undergraduates

The following rules govern the applicability of courses satisfying curriculum requirements in any Manning School of Business concentrations:

A. Students may transfer a course that COM offers in its upper division (junior and senior years) if the course was taken at a school accredited by the AACSB, and a grade of 'C' or better was earned.

B. Upper division Manning School of Business courses (300 and 400 level) are restricted to matriculated students who have been admitted to the upper division program and have completed all prescribed prerequisites. Transfer students may not count any courses that require validation or which are not creditable to the MSB concentration towards this requirement.

C. MSB upper division courses are restricted to:
   1. juniors and seniors enrolled in MSB;
   2. juniors and seniors enrolled in another college of the University whose major requires completion of specific business courses; and
   3. special students who meet appropriate prerequisites.

D. An unrestricted (free) elective (designated non-MSB) for MSB students is any course satisfying one of the following criteria:
   1. a 100 or above level course from any college offered in the day program;
   2. a course listed as satisfying a University area distribution requirement;
   3. a course allowed by an approved academic petition.

Any course taken in violation of these rules may not be used to fulfill MSB curriculum requirements regardless of the grade.

Undergraduate Admission Requirements

Students entering the University as freshmen in the Manning School of Business must be registered as Business Administration (BA) if pursuing the BSBA degree. Upon completion of the first semester of the sophomore year, BA students may apply to be admitted to the upper division program and to declare a concentration. The College offers concentrations in Accounting, Finance, Management, Marketing, and Management Information Systems (MIS).

Transfer students may apply for admission to the Manning School of Business according to the transfer rules described in sections II and III below. Business Administration students may apply for admission to upper division MSB programs described in section III.

Undergraduate Transfer Rules

The Manning School of Business welcomes transfer students from Massachusetts community colleges and other regionally accredited institutions to the BSBA program. All MSB students including transfer students from other accredited institutions and from other colleges of University of Massachusetts Lowell initially enter the BSBA program as Business Administration students. After completing the filter courses, students apply to be admitted to the upper division and to declare a concentration according to the upper-division admission policies stated in section III. Students entering UMass Lowell with an associate degree may apply to be admitted directly to the upper division. Transfer students who have not earned an associate degree and transfer more than 45 credits toward the BSBA program may apply to be admitted to the MSB upper division after completion of the filter courses. All students must complete at least 60 academic credits in residence at University of Massachusetts Lowell subject to exceptions specified in this catalogue.

Transfers from:
- Other Institutions
- Other UMass Lowell Departments
- Other MSB Departments

A. Transfer From Other Institutions

Students transferring to the Manning School of Business from any program not included in the Commonwealth Transfer Compact, with or without an associate degree, must have a cumulative grade point average of at least 2.500/4.000. Students may not transfer any course in which they earned a grade of less than C- (1.700 on a 4.000 scale). Courses at a level below the first MSB requirements, such as algebra or the first semester of a two semester precalculus sequence, are not transferable. Only Business Courses taken at other AACSB accredited institutions may transfer as upper division (junior and senior level) MSB courses.

Transfer from Massachusetts Community Colleges

Students transferring with an Associate in Science, Business Transfer Option, from a member of the Commonwealth Transfer Compact can transfer all courses up to a maximum of sixty-six (66) credits. Although all transferred courses are listed on the student’s transcript,
due to differences in program requirements of different institutions, some courses may not apply to minimum degree requirements of the Manning School of Business. Courses at a level below the first COM requirements, such as algebra or the first semester of a two-semester precalculus sequence, are examples of such courses. However, the student transferring with an associate degree, Business Transfer Option, will be eligible to take upper level courses in the College of Management subject to the stated prerequisites for each course. Courses taught by the School as part of its upper division core that are not acceptable for transfer may be validated by departmental exam. Courses that are equivalent to courses taught by the School in the upper division (junior and senior level) which are not a part of the COM core requirements cannot be used to satisfy the minimum degree requirements of the BSBA degree in the Manning School of Business. Students transferring to the Manning School of Business with an associate degree are prohibited by University policy from pursuing further off-campus study.

B. Intercollegiate Transfer

Intercollegiate transfer students to the Manning School of Business must be in good standing and have completed at least 15 credits at the University of Massachusetts Lowell. Upon acceptance, students will be listed as Business Administration (BA) and will usually be permitted to enroll only in lower division courses.

The transfer request is normally initiated by the students and is submitted to the Manning School of Business. Students must submit a completed change of major form obtained from the Office of Enrollment Services, the Office of the Dean of the School, or any department in the School.

University of Massachusetts Lowell students intending to apply for intercollegiate transfer to the College of Management should do so preferably before completing 60 credits (prior to completing the sophomore year). This will minimize delays in completing their educational objectives since MSB upper division courses are restricted to juniors and seniors in the College of Management with appropriate prerequisites who have been admitted to upper division according to rules stated in Section III of the Policies for Undergraduate Admissions.

The Manning School of Business reserves the right to limit intercollegiate transfer activity if student enrollment capacities are met.

C. Transfer from Other MSB Departments

Once admitted to the Manning School of Business upper division program, students can choose to enroll in any concentration within MSB. Depending on the number of unrestricted electives available in the curriculum of the concentration students are entering and the number of credits completed by the students at the time of transfer, some courses may not be usable in the students’ new program, requiring students to take courses above and beyond the University’s minimum graduation credit requirements. All courses stay on the students’ transcripts at the University and are included in the determination of the cumulative grade point average as specified by University policies. Students shall not be permitted more than two intercollegiate transfers.

Declaration of Program

Students enrolled in the Manning School of Business are required to specify their degree program upon enrollment. Students pursuing the Bachelor of Science in Business Administration degree follow a core program for the first two years and after completing specific filter courses must apply to be admitted to the upper division and to declare a concentration. During the first semester of their senior year, students are required to file a Declaration of Intention to Graduate (DIG) form with their advisor or the department’s designated DIG officer.